Bay Area Air Quality Management District

Grant Funding Application Guidance for Plug-in Electric Vehicle (PEV) Charging Station Projects

Charge!

Transportation Fund for Clean Air (TFCA) For Fiscal Year Ending (FYE) 2016/Cycle 2

Open to public and non-public entities

Bay Area Air Quality Management District
939 Ellis Street, San Francisco, CA 94109

September 2015

The deadline for receiving applications is 4 PM, January 15, 2016.

TABLE OF CONTENTS

AIR DISTRICT GRANT & INCENTIVE PROGRAMS

The Bay Area Air Quality Management District offers grant funding to incentivize emissions reductions to improve air quality. Funds are available for the following project categories:

- On and Off-Road Heavy-Duty Diesel Vehicles
- Locomotives
- Marine Vessels
- Lower-Emission School Buses
- Shuttle, Ridesharing, and Vanpools
- Light-Duty Vehicle Buy Back
- Electronic Bicycle Lockers and Bike Racks
- Alternative Fuel Vehicles and Infrastructure

For more information on Air District Grants and Incentives contact us:

Website: http://www.baaqmd.gov/grants

Email: grants@baaqmd.gov

Grants Information Request Line: (415) 749-4994

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

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The California Legislature created the Bay Area Air Quality Management District (Air District) in 1955 as the first regional air pollution control agency in the country, recognizing that air emissions overflow political boundaries. The nine counties of the San Francisco Bay Area form a regional air basin, sharing common geographical features and weather patterns, and therefore similar air pollution burdens, which cannot be addressed by counties acting on their own. The Air District is the public agency entrusted with regulating stationary sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties.

Vehicle emissions contribute to unhealthful levels of ozone (summertime "smog") and particulate matter. In the Bay Area, tailpipe emissions from on-road motor vehicles account for more than 40% of the criteria air pollutants and about 36% of the green-house gases (GHG) generated.[1,2] Significant emissions reductions from the on-road transportation sector are key to helping the Bay Area to attain State and Federal ambient air quality standards.

To protect public health, the State Legislature enacted the California Clean Air Act in 1988. As part of the requirements, the Air District prepared the 2010 Clean Air Plan (CAP) which includes transportation control measures (TCMs), defined as "any strategy to reduce vehicle trips, vehicle use, vehicle miles traveled, vehicle idling, or traffic congestion for the purpose of reducing motor vehicle emissions," and mobile source measures (MSMs), which encourage the introduction of newer, cleaner motor vehicle technologies and the retirement of older, more polluting vehicles.

CHARGE! PROGRAM FUNDING SOURCE

Funding for the *Charge!* Program (Program) is provided by the Air District's Transportation Fund for Clean Air (TFCA).

TRANSPORTATION FUND FOR CLEAN AIR

In 1991, the California State Legislature authorized the Air District to impose a $4 surcharge on motor vehicles registered within the nine-county San Francisco Bay Area to fund projects that reduce on-road motor vehicle emissions. The Air District has allocated these funds to its TFCA program to fund eligible trip reduction and alternative fuel vehicle-based projects that reduce tailpipe criteria emissions from on-road mobile sources. The statutory authority for the TFCA and requirements of the program are set forth in California Health and Safety Code Sections 44241 and 44242.

PURPOSE OF SOLICITATION

The Air District views plug-in electric vehicles (PEVs) as a promising technology for reducing tailpipe emissions, thus helping the region achieve local, State, and Federal criteria pollutant and GHG emission reduction targets. Between 2011 and 2013 the Air District conducted a comprehensive regional planning process, which concluded with the development of the Bay Area Plug-in Electric Vehicle Readiness Plan (Plan). This effort was conducted in partnership with the Metropolitan Transportation Commission (MTC), the Association of Bay Area Governments (ABAG), Bay Area government agencies, and other PEV-stakeholders. The Plan established PEV adoption goals of 110,000 PEVs on Bay Area roads by 2020, and 247,000 by 2025. The Plan also outlines a series of strategies and best practices to help accelerate the deployment of PEVs in the region including opportunities for the Bay Area's Regional Agencies to make strategic investments in vehicle and infrastructure deployment.

The Air District's *Charge!* Program is designed to provide grant funding to eligible entities to help expand the Bay Area's network of PEV Charging Stations in order to accelerate the adoption of PEVs in the region. Grantees of Program will install, operate, and maintain the charging stations; and collect and report operational data and electricity delivered.

[1] BAAQMD, Bay Area Emissions Inventory Summary Report: Criteria Air Pollutants Base Year 2011, May 2014.
[2] BAAQMD, Bay Area Emissions Inventory Summary Report: Greenhouse Gases Base Year 2011, January 2015.

The Program offers up to $5 million in total funding for the deployment of DC fast, Level 2, and Level 1 electric vehicle charging stations at transportation corridors, popular trip destinations, workplaces, and multi-dwelling units (MDUs). Proposed projects must result in surplus reduction of motor vehicle emissions within the Air District's jurisdiction. Grant recipients must comply with all Program Requirements including the obligation to meet minimum usage requirements and to operate charging stations for a minimum of three (3) years.

A reserved amount of $1 million has been set aside for projects installing charging stations at MDUs and at workplace charging stations ($500,000 for each charging facility type) that are not open to the general public. The Air District reserves the right to increase or decrease these funding reserve amounts.

The Air District reserves the right to recommend a reduced amount of funding from the amount that an applicant requests in the event that the Program is oversubscribed, or to ensure that the proposed project meets all Program Requirements, including the cost-effectiveness limits. The Air District also reserves the right to modify this solicitation at its discretion.

SUMMARY OF UPDATES FOR CYCLE 2

The FYE 2016 Program includes the following changes from the prior FYE 2015 cycle:

- Streamlined method for determining bonuses, or "plus-up" funding amounts for projects with solar or wind power generation;
- Allow and reserve $1 million for workplace and MDU charging ($500,000 for each charging facility type) that are not publicly-available;
- Revised funding amounts for Level 2 dual port chargers;

PROGRAM SCHEDULE/TIMELINE:

DATE	ACTIVITY
September 28, 2015	**Cycle 2 Program Opens**
January 15, 2016 (by 4PM), unless funds are exhausted sooner	**Application deadline (solicitation closes)**
Within approximately 90 days of the Air District's receipt of an application	**Notice of Determination:** Air District notifies applicants about the results of the evaluation of their application
• Within 30 days of the notice of determination for request of $100,000 or less in funding, or • Within 90 days of the notice of determination for requests greater than $100,000	**Proposed funding agreements forwarded to awardees for signature**
Within 180 days of award (date funding agreement is executed)	**Projects must commence to remain eligible** (e.g., permits obtained, completed CEQA, purchased equipment) **Semi-Annual Reports** submitted to the Air District during the implementation phase
Within 12 months of award	• **All project equipment/stations must be installed and available for use by the public;** awarded funds must be expended • **Interim Status Report and invoice** submitted to the Air District during the operation phase • **1st Payment:** Air District makes payment & retains 15%
Every 12 months following the submittal of the Interim Status Report until the minimum usage requirement is met and for a minimum of three (3) years	**Annual Report**, and any subsequent invoices submitted to the Air District
After submission of the last Annual Report	• **Final Payment:** Air District releases 15% retention amount • **Audit:** Air District will conduct a fiscal audit of each funded project

PRE-APPLICATION WORKSHOPS

Air District staff will be conducting public workshops to share information and answer questions about the Program. The pre-application workshops will cover Program Requirements, application process, application evaluation criteria, and grant awardee administrative requirements. Workshop attendance is optional but encouraged. Please note each webinar is limited to 100 attendees.

Webinar Dates:

- **Tuesday, September 29, 2015 (10:00AM - 11:00AM)** Register for 9/29/15 workshop
- **Wednesday, October 7, 2015 (2:00PM-3:00PM)** Register for 10/7/15 workshop

Based on demand, additional workshops may be scheduled in the future. Notices about additional pre-application workshops will be sent via e-mail to parties that have signed up to receive free TFCA email alerts. Interested parties are also encouraged to visit the Program website for updates.

QUESTIONS AND CONTACT INFORMATION

Please direct all questions about this solicitation in writing to Chengfeng Wang, Supervising Air Quality Specialist, either by email at cwang@baaqmd.gov (subject "RE: Charge! Program") or by mail to 939 Ellis Street, San Francisco, CA 94109.

Any verbal communication with an Air District staff person concerning this solicitation is not binding on the Air District and shall in no way alter a specification, term, or condition of the solicitation.

Responses to questions, program materials, and program updates will be posted on the Program website at: http://www.baaqmd.gov/charge.

APPLICATION FORMAT, REQUIRED DOCUMENTS, AND DELIVERY

Applications must be submitted BOTH electronically (using the online Application) and as a hardcopy (1 copy) to the Air District a 939 Ellis Street, San Francisco, CA 94109 (Attn: SID: "Charge! Program") by the submittal due date. Application packages (electronic and hardcopy) must include the following documents:

- Application Form
- Evidence of Authority to Apply and Implement Project: Either:
  1) a signed letter of commitment from the applicant's representative with authority (e.g., Chief Executive or Financial Officer, Executive Director, or City Manager); or
  2) a signed resolution from the governing body (e.g., City Council, Board of Supervisors, or Board of Directors).
- Map showing each proposed facility and location of each charging station
- Copy of cost estimate for each facility
- Proof of authority to install and operate charging station (e.g., copy of deed or copy of signed agreement with owner if the property is not owned by the applicant)
- Proof of insurance
- W-9 Form (submit only as a hardcopy; do not upload)

PROGRAM REQUIREMENTS

BASIC ELIGIBILITY

The Air District will fund only Eligible Projects proposed by Eligible Recipients.

1. **Eligible Projects:** Only projects that result in the surplus reduction of motor vehicle emissions (i.e., reductions that are beyond what is required by regulations, contracts, and other legally binding obligations at the time the Air District executes the project's funding agreement) within the Air District's jurisdiction are eligible.

   Eligible Projects must conform to the provisions of the California Health and Safety Code (HSC) sections 44220 et seq. and meet all of the Program Requirements.

2. **Eligible Recipients:** Both public agencies and non-public entities are eligible. Eligible Recipients must meet all of the Applicant/Grantee Requirements.

APPLICANT/GRANTEE REQUIREMENTS

3. **Grantees are required to do the following:**

   A. Operate and maintain each charging station for a minimum period of three (3) years after all project's Charging Stations are placed into service and becomes available for use by the public.

   B. Maintain the Charging Stations properly and guarantee that the stations are accessible and serviceable for 90 percent of the days during each calendar year.

   C. Allow the Air District or its authorized representatives to conduct financial audits and agree to make available to the Air District all records relating to project performance and expenses incurred in the implementation of the project.

   D. Allow the Air District or its authorized representatives to inspect the charging station locations and equipment at all times during the Project Life. Grant recipients shall cooperate with such inspections; the Air District shall make reasonable efforts to conduct such inspections during normal business hours.

   E. Prepare and maintain all necessary project records to document project activities and performance to support the Program reporting Requirements. Grant recipients shall submit the required Semi-Annual, Interim Status, and Annual Reports to the Air District by the due dates specified in the grant agreement.

   F. Acknowledge the Air District as a project funding source at all times during the Project Life.

   G. Install, maintain, and operate the funded equipment in accordance with all applicable state, federal and local laws and regulations including compliance with all applicable requirements of the Americans with Disabilities Act (ADA) throughout the Project Life.

   H. Allow the Air District or its authorized representatives to compile reported usage information about the project that will be made publicly-available.

4. **Authority to Apply and Implement Project:** Applicants must demonstrate that they have the legal authority to submit the application, to enter into a funding agreement, to carry out the project, and to bind the applicant entity to perform all of the work associated with the proposed project, including the right or authorization to apply for and obtain necessary electrical/building permits, to install and operate the charging station until the usage requirements are met and for a minimum of three years, and to provide all required funding.

5. **Viable Project and Matching Funds:** *The Program provides incentive funding on a reimbursement basis. Up to 85% of the funds awarded will be reimbursed after the last project charging station has been placed into service and up to 15% (the withheld amount) will be reimbursed after all of the Project Requirements have been satisfied.* Therefore, applicants must demonstrate that they have adequate funds from a non-Air District source to cover all stages of their proposed project(s) from commencement through the end of their Project's Life. In addition,

applicants must demonstrate that they have available and are ready to commit all necessary matching funds from a non-Air District source of funding.

6. **In Compliance with Air Quality Regulations:** Applicants must certify that, at the time of the application and at the time of issuance of the grant, they are in compliance with all local (e.g., Air District), State, and Federal air quality regulations. Applicants who have an unresolved violation of Air District, State, or Federal air quality rules or regulations are not eligible for funding. The Air District may terminate a grant agreement and seek reimbursement of distributed funds from project sponsors who were not eligible for funding at the time of the grant.

7. **In Compliance with Agreement Requirements:** Project sponsors who have failed to meet contractual requirements such as project implementation milestones or monitoring and reporting requirements for any project funded by the Air District may not be considered eligible for new funding until such time as all of the unfulfilled obligations are met.

8. **Executed Funding Agreement:** Only a fully-executed funding agreement (i.e., signed by both the project sponsor and the Air District) constitutes the Air District's award of funds for a project. Approval of an application for the project by the Air District Board of Directors or notices such as a transmittal letter announcing the proposed award do not constitute a final obligation on the part of the Air District to fund a project.

   Applicants must sign funding agreements within 60 days from the date the agreements were transmitted to them in order to remain eligible for award of TFCA Funds.

9. **Maintain Insurance:** Project sponsors must maintain general liability insurance and additional insurance that is appropriate for its specific project type throughout the grant agreement term and the Project's Life, with coverage being no less than the amounts specified in the respective funding agreement (see Appendix A). Project sponsors shall require their subcontractors to obtain and maintain such insurance of the type and in the amounts required by the grant agreements.

10. **Independent Air District Audit Findings and Determinations:** Project sponsors who have failed either a fiscal audit or a performance audit for a prior Air District funded project will be excluded from future funding for three (3) years from the date of the Air District's final determination of the finding(s) in accordance with HSC section 44242. Additionally, project sponsors with open projects will not be reimbursed until all audit recommendations and remedies have been satisfactorily implemented.

    A failed fiscal audit means an uncorrected audit finding that confirms an ineligible expenditure of funds. A failed performance audit means that a project was not implemented as set forth in the project funding agreement.

    Project sponsors must return funds that the Air District has determined were expended in a manner contrary to the Program Requirements and/or requirements of HSC Code section 44220 et seq. or otherwise failed to comply with the approved project scope, as set forth in the project funding agreement. Applicants who failed to reimburse such funds to the Air District from prior Air District funded projects will be excluded from future TFCA funding until corrected.

11. **Good Faith Application:** Applications will be evaluated and recommendations for award of funding will be made based on the information provided by the applicants. The Air District reserves the right to reject an application and/or cancel an award at any time if any of the following circumstances are discovered:

    A. The application contains false or intentionally misleading statements or references which do not support an attribute or condition contended by the applicant.

    B. The application is intended to erroneously and fallaciously mislead the Air District in its evaluation of the application and the attribute, condition, or capability is a requirement of this solicitation.

    C. The application does not literally comply or contains caveats that conflict with the solicitation and the variation or deviation is material or it is otherwise non-responsive.

PROJECT REQUIREMENTS

12. **TFCA Cost-Effectiveness:** The Air District will determine the estimated emission reductions and funding effectiveness for the project. Furthermore, projects must not exceed a maximum cost-effectiveness (C-E) ($/weighted ton) limit of $250,000 based on the ratio of TFCA fund awarded divided by the sum of surplus emissions reduced of reactive organic gases (ROG), nitrogen oxides (NOx), and weighted PM10 (particulate matter 10 microns in diameter and smaller) over the Project Life. Projects that propose renewable energy generation (new solar or wind generation) must not exceed a C-E limit of $500,000.

13. **Readiness:** Project must meet the following implementation milestones:

    A. **Within 6 months from the date the funding agreement is executed:** Project Sponsor is required to notify the Air District in writing of the status of its implementation of the project and is required to submit evidence that significant preparatory work has been completed (e.g., permits obtained, CEQA completed, equipment purchased).

    B. **Within 12 months from the date the funding agreement is executed:** All project equipment/stations must be installed and available for use by the public; all project expenses have been incurred.

14. **Project Revisions:** The Air District will consider only requests for modifications to approved projects that achieve the same or better cost-effectiveness, comply with all Program Requirements, and are in compliance with all applicable Federal and State laws, and District rules and regulations. The Air District may also approve minor modifications, such as to correct typographical mistakes in the grant agreements or to change the name of the grantees, without re-evaluating the proposed modification in light of the regulations, contracts, and other legally-binding obligations that are in effect at the time the minor modification was proposed.

15. **Charging Station Requirements:** Projects must meet the following general requirements:

    A. Charging Stations must be installed at locations within the boundaries of the Air District's jurisdiction.

    B. Charging Stations shall use an open communication protocol if networked.

    C. Charging Stations owners/hosts may seek cost-recovery from users of the charging station in order to defray costs for maintenance and operation of charging station. If payment is required to access or use the charging station, subscription fees or memberships are allowed; however, stations at Transportation Corridors, Workplaces, and Destinations must also be capable of accepting payment from non-members (e.g., credit cards, or other forms of on-demand payment).

    Public agencies that install charging stations shall have the ability to collect fees from station users/customers (e.g., pay-for-use, pay at parking garage.)

    D. The Charging Stations shall be installed in a well-lit, secure area.

16. **Eligible Facility Categories:** Each Project consists of one or more Facilities; each Facility must comply with its facility-specific requirements listed below:

    A. **Transportation Corridor Facilities** must consist of one or more DC Fast Chargers and must meet the following additional requirements shall meet the following additional requirements:

        i) Charging Stations must be located within one mile driving distance from the exit of a heavy volume expressway, conventional highway, or freeway, and at least 10 miles driving distance away from the nearest existing publicly-available DC fast charging station. Applicants may propose to install equipment closer than the 10-mile limit if they provide evidence that the nearest existing location is not sufficient to meet the demand for charging in the proposed corridor.

        ii) Charging stations shall be accessible for use by the public 24 hours a day/365 days per year.

        iii) Level 2 Charging Stations may be co-located to complement DC Fast Charging Stations; however, Level 1 Charging Stations installed at Transportation Corridor Facilities are not eligible for funding.

B. **Workplace Charging Facilities** are located at non-residential business employment centers (e.g. business park, office complex) and must meet the following additional requirements:

i) Charging Stations shall be accessible, at a minimum, during regular business hours.

ii) Applicants must also provide a description of how they will encourage shared use of the Charging Stations to maximize their use.

C. **Multi-dwelling unit (MDU) Charging Facilities** shall meet the following requirements:

i) Charging stations must be located at an MDU and be accessible 24 hours a day/365 days per year to residents.

ii) Applicants must also provide a description of how they will promote the availability of the charging stations to their residents.

D. **Destination Charging Facilities** are located in close proximity to and directly serve one or more commercial activity center (e.g., mixed use, recreational facilities). Destination Charging Facilities must also be accessible to the public, at a minimum, during regular business hours.

17. Case-by-case projects:

A. **Other Charger Types:** Projects that propose charger types not listed in the table above will be evaluated on a case-by-case basis. The proposed charger type must be certified by an independent and nationally recognized testing and certification company (e.g., Underwriters Laboratories, Inc., Intertek). Charger type must also service California Air Resources Board certified vehicles.

B. **Lower Usage Requirements:** Applicants may propose a lower usage requirement than the limits listed in Table 1 for a reduced award amount.

C. **Chargers Serving TFCA-Funded Fleets:** Applicants may propose projects with chargers that will also serve vehicles that have previously received TFCA funds; however new award amounts will be reduced by the corresponding amount of TFCA funds awarded for each of the vehicles.

18. Solar or Wind:

Projects that propose to offset their Charging Station(s)' grid demand with the installation of new on-site zero-emission power generation, either by wind or by solar, may qualify for additional funding. Note: Renewable energy credits (RECs) or facilities with pre-existing solar or wind power **cannot** be used to qualify for the higher grid demand offset funding limits.

INELIGIBLE PROJECTS AND COSTS

The following costs are neither eligible for reimbursement nor can be applied to fulfill matching fund requirements.

19. Duplication: Projects that have previously received TFCA Funds (including Regional Funds or County Program Manager Funds) and do not propose to achieve additional emissions reductions are not eligible. Additionally, projects that propose charging stations that serve only, or primarily, vehicles that were paid for with TFCA funds and therefore would not achieve additional emissions reductions are also not eligible.

20. Planning Activities: The costs of preparing or conducting feasibility studies or any other planning activities are not eligible.

21. Cost Incurred Prior to the Execution of a Funding Agreement: Costs incurred prior to the execution of a funding agreement (e.g., cost related to the development of proposals and applications, obtaining quotes, permitting fees) are not eligible.

22. **Costs for Maintenance, Repairs, and Operations:** Costs to build parking areas, to repave, and for maintenance, repairs, rehabilitation, extended warranties and maintenance agreements, electricity (utility) and operations (e.g., network fees), are not eligible.

23. **Administrative Costs:** Administrative costs are not eligible for Program funding. Administrative costs include accounting for Program funds and fulfilling contractual obligations, including, but not limited to audits, reporting and record-keeping requirements specified in the funding agreement.

MONITORING & REPORTING

24. **Progress Reports:** Project sponsors are required to monitor and report on their Project's status and electricity dispensed during the implementation and operational phases. The last Annual Report shall be submitted after the minimum usage requirement has been satisfied and the station has been operated for a minimum of three (3) years.

FUNDING LIMITS, USE OF GRANT AND MATCH FUNDS, AND REIMBURSEMENT PROCESS

25. **Minimum Grant Amount:** $10,000 per application (and completed project). The Air District reserves the right to terminate the funding agreement and cancel an award if a project sponsor reduces a Project's scope and the final amount that is eligible for reimbursement falls below the Minimum Grant Amount.

26. **Maximum Grant Amount:**

    A. $250,000 per applicant for Projects that deploy Low kW DC Fast Charge, Level 2 and Level 1 Charging Stations.

    B. For applicants proposing Projects with DC Fast Chargers, the maximum funding limit is increased to $600,000 per applicant; however, any additional funding requested above the $250,000 limit may only be used for the installation of DC Fast Chargers.

    The Air District reserves the right to increase or decrease these limits.

27. **Funding Award Limits:**

Total award amount for each Project is limited to 75% of eligible project costs incurred. The award per Charger is limited to the amount, varying by charger type, listed in Table 1 below. The funding amounts have been determined based on the estimated usage of each charger type. Definitions for the charger types can be found in Appendix B. The total Project Life usage requirement per charger is also listed in the Table 1 below. EV mile equivalent of the usage requirement can be found in Appendix C.

Table 1. Funding Award Limits and Project Life Usage Requirements per Charger

Project Scope	Max. Funding Amounts *(Project Life Usage Requirement per Charger[3])*			
	Level 1 *(1,500 kWh)*	**Level 2** *(9,000 kWh)*	**Low-kW DC Fast** *(15,000 kWh)*	**DC Fast** *(75,000 kWh)*
Charging Station	$500	$3,000	$5,000	$25,000
Bonus for **Solar or Wind Power**	***$0.50 per kWh generated, up to a maximum of:***			
	$500	$3,000	$5,000	$25,000
Bonus for **dual ports**[4]	**-**	**$500**	**$500**	**$1,500**
Total Maximum	**$1,000**	**$6,500**	**$10,500**	**$51,500**

The Air District may recommend a lower funding award to applicants who have not fully demonstrated how they will fulfill the usage requirements. Similarly, Project Sponsors that fail to meet the usage requirements will have their Funding Amounts for the Charger and the Solar or Wind Bonus proportionally reduced, based on the percentage of their usage requirement that is fulfilled.

28. **Eligible Project Costs:** Only costs that are directly related to the installation of the Charging Station(s) and incurred after the execution of the Project Funding Agreement are eligible for reimbursement. The following costs are eligible for funding and may be considered as match funds:

    A. Charging Station hardware, including tax and shipping fees;

    B. Labor, materials (e.g., trenching, wiring, and conduit), and necessary electrical upgrades to meet the demands of the Charging Stations (i.e., electrical panels, and transformers);

    C. Permit fees;

    D. Hardware equipment separate from the charger used to record the kWh dispensed from the equipment to PEVs (e.g., separate meter, data logger); and

    E. Additionally, for projects that propose to incorporate solar or wind power generation component:

        i) Power generation and battery storage hardware, including tax and shipping fees;

        ii) Labor and materials directly related to the installation of power generation and battery storage equipment.

29. **Funding for Chargers serving TFCA-funded Vehicles:** *The Air District provides funding for the purchase and lease of new plug-in electric vehicles through its PEV Rebate program. Applicants interested in purchasing vehicles along with deploying chargers are encouraged to apply to both programs separately.* Proposed projects for chargers that will service public fleets that have received Air District funding will be evaluated on a case-by-case basis.

30. **Reimbursement Process:** Payment is made on a reimbursement basis after all Project equipment is placed into service and after all Project costs have been incurred and documented.

[3] The Project Life usage requirement will be evaluated on a per Project basis across all funded Charging Stations.
[4] Dual port chargers that simultaneous charge at a minimum rate defined by charging type can qualify as two chargers. All other dual port chargers qualify for the bonus listed in this table.

Specifically up to 85% of the funds awarded will be released for reimbursement after all Project Charging Station(s) has been placed into service and after the Air District has received and approved the Interim Status Report and invoice for each Facility. The remaining 15% will be withheld, and will be released for reimbursement after the Project Sponsor submits the final Annual Report and all of the other Project requirements have been satisfied.

The award and reimbursable amount may be reduced (prorated) if the Project's usage requirements are not satisfied by the end of the Project Useful Life or if the actual total project cost is less than the estimated total project cost.

Grant recipients that fail to meet any of the Program Requirements and contractual agreement conditions must reimburse the Air District a prorated share of the amount of the grant funds based on the duration of time that the charging stations operated and the electricity delivered to PEVs.

EVALUATION CRITERIA

1. Proposed projects must meet all the Program Requirements.

Applications will be reviewed on a first-come, first-served basis, and eligible projects will be recommended for funding until funding has been depleted.

The Air District reserves the right to request additional information to substantiate an applicant's request for funding. The Air District may also recommend a lower funding award to applicants who have not fully demonstrated how they will fulfill the usage requirements.

2. Up to sixty percent (60%) of TFCA Regional Funds will be reserved for projects that meet one or more of the following criteria:

A. Projects in Highly Impacted Communities or Episodic Areas as defined in the Air District Community Air Risk Evaluation (CARE) Program;

B. Projects in Priority Development Areas (PDAs).

APPENDIX A: INSURANCE GUIDELINES

This appendix provides guidance on the insurance coverage and documentation typically required for PEV charging station projects. Note that the Air District reserves the right to specify different types or levels of insurance in the funding agreement.

The typical funding agreement requires that each project sponsor provide documentation showing that the project sponsor meets the following requirements for each of its projects.

A. Liability Insurance with a limit of not less than $1,000,000 per occurrence, of the type usual and customary to the business of the Project Sponsor, and to the operation of any portion of the Project operated by the Project Sponsor.

B. Property Insurance in an amount of not less than the insurable value of Project equipment funded under the Agreement, and covering all risks of loss, damage or destruction of such equipment.

C. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A, VII. The Air District may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance.

APPENDIX B: DEFINITIONS

Charging Station: Also known as electric vehicle supply equipment (EVSE), consist of the conductors, including the ungrounded, grounded, and equipment grounding conductors and the electric vehicle connectors, attachment plugs, and all other fittings, devices, power outlets, or apparatus installed specifically for the purpose of delivering energy from the premises wiring to the electric vehicle. (http://www.psrc.org/assets/3729/A_NEC_625_2008.pdf)

Destination Charging: This facility category primarily serves to support PEV drivers that travel "medium-to-long" distances from their home and where a vehicle would tend to be parked for more than one hour. Examples of this category include shopping and retail/commercial centers, recreational areas, restaurants, theaters, stadiums, amusement parks, museums, and airports.

Direct Current (DC) Fast Charger: Configured at 40kW or higher with a CHAdeMO connector or with a dual SAE Combo and CHAdeMO connector. Requires a three-phase 208 Volt AC minimum input power. Chargers must have the ability to communicate with vehicle battery management systems and can accept various forms of payment for customers to use equipment include, but not limited to, pay-by-phone, credit card, pre-paid card, and subscription service. Payment can not only be limited to solely a subscription service. Additionally, must be certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard. DC Fast Charging stations with dual ports count as two chargers only if the dual ports are capable of providing DC fast charge to two vehicles at the same time and at the minimum charging rate (40 kW).

Facility: A discrete location (e.g., same parcel number or physical address, parking structure) that has one or more charging stations.

Level 2 Charger: Configured to a minimum output of 6.6 kW and offers charging through 240 to 208 volt electrical service and meets the Society of Automotive Engineers (SAE) standard J1772. Additionally, requires installation of a dedicated circuit of 20 to 100 amps and can operate at up to 80 amperes and 19.2 kW. (http://www.psrc.org/assets/3729/A_NEC_625_2008.pdf). Level 2 charging stations with dual ports count as two chargers only if the only if the dual ports are capable of providing Level 2 charge to two vehicles at the same time and at the minimum charging rate (6.6 kW).

Level 1 Charger: Configured to a minimum output of 1.4 kW and permits plugging into a common, grounded 120-volt electrical receptacle (NEMA S-15R or S-20R). The maximum load on this receptacle is 12 amperes or 1.4 kVa. The minimum circuit and overcurrent rating for this connection is 15 amperes for a 15-ampere receptacle and 20 amperes for a 20-ampere receptacle. (http://www.psrc.org/assets/3729/A_NEC_625_2008.pdf). Level 1 charging stations with dual ports, that meet SAE standard J1772, count as two chargers only if the dual ports are capable of providing a Level 1 charge to two vehicles at the same time and at the minimum charging rate (1.4 kW). Level 1 charging stations with more than one port/receptacle (cord-and-plug connection) count as a single charger.

Low Kilowatt (kW) DC Fast Charger: Configured at an output of 20kW to 39kW with a CHAdeMO connector or with a dual SAE Combo and CHAdeMO connector. Requires a single-phase or three-phase 208 Volt AC minimum input power. Chargers must have the ability to communicate with vehicle battery management systems and accept various forms of payment for customers to use equipment include, but not limited to, pay-by-phone, credit card, pre-paid card, and subscription service. Payment can not only be limited to a subscription service. Additionally, must be certified by the Underwriters Laboratories, Inc. (UL), or equivalent safety standard. Low kW DC fast charging stations with dual ports count as two chargers only if the dual ports are capable of providing Low kW fast charge to two vehicles at the same time and at the minimum charging rate (20kW).

Multi-Dwelling Unit (MDU): MDUs are residential building containing units built one on top of another and those built side-by-side, which do not have a ground-to-roof wall and/or have common facilities (i.e., attic, basement, heating plant, plumbing, etc.) [5] and include a broad range of building complex types, from condominiums to high-rise apartments. MDUs may have parking associated with each unit, or parking only available through commercial lots in close proximity to the complex.

Plug-in Electric Vehicle (PEV): A vehicle that is propelled in part or solely by an electric motor, is capable of being recharged from an external source of electricity that meets the Society of Automotive Engineers and/or CHAdeMO protocol standard, and has a California air Resources Board fuel standard of Plug-in Gasoline Electric Hybrid or LI+.

Project: Meets all applicable Program Requirements and consists of one or more facilities.

[5] Per US Census Bureau.

Project Life: The period of time that begins on the date that a charging station is placed into service (and is available for use) and ends after the usage requirements have been met and after the stations has been in service for a minimum of three years.

Transportation Corridor Charging Facilities: This facility category primarily serves to provide existing and prospective electric vehicle owners the assurance that they can charge when driving long distances along a freeway or highway. Chargers at these facilities may also be able to support the needs of local PEV drivers (e.g., rest areas).

Workplace Charging: Workplace charging may provide an alternative to residential charging for consumers that may not have residential charging available. Additionally, workplace charging may allow for more zero emissions miles driven.

APPENDIX C: EV MILE EQUIVALENT OF MINIMUM USAGE REQUIREMENTS

The numbers displayed in this table are based on assumptions and serve only as a general guidance.

	L1	L2	Low KW DC	DC Fast
Usage (kWh)	**1,500**	**9,000**	**15,000**	**75,000**
EV Mile Equivalent (Project Life: 3 years)	5,040	30,240	50,400	252,000
EV Mile Equivalent (per year for 3 years)	1,680	10,080	16,800	84,000
EV Mile Equivalent (per day for 3 years)	5	28	46	230
Charge Duration (hours per day for 3 years)	1.03	1.26	2[7]	1.92[8]

[7] Assumes charging ~2 vehicles for 60 minutes.
[8] Assume charging ~4 vehicles for 30 minutes.